

## DROP/ADD FORM

**Dropping** - This form is to be used starting after the 100% refund deadline for any given course being dropped

**Adding** - This form is to be used starting week 2 of the semester

### Student – Please Read

Dropping classes may have a negative impact on your education. Talk to your **advisor**. It could impact:

1. Time to complete your degree by adding additional semester(s) to your program.
2. Course sequence. This course may be a prerequisite to another course.
3. Financial aid- Check with the **financial aid office** as you could end up owing the College money for the dropped course.

### Student Steps to DROP Classes after the 100% refund deadline

1. Obtain the Drop/Add form from the Division Office, Student Success and Transition Center, or Student Records.
2. Complete the back of this form. List your reasons for dropping each class.
3. Obtain signature of faculty member in the class you are dropping or of your advisor if you are dropping all of your classes. You can also use a faculty email or Canvas confirmation.
4. The faculty member/advisor will discuss some items with you before signing.
5. If on financial aid (scholarships, grants or loans), and wish to speak to the financial aid on the aid implications, please either call (419-755-4899) or email (fao@ncstatecollege.edu) the financial aid office prior to your drop. Any change in credit hours may impact aid, potentially resulting in a balance owed.

6. Either take the signed form to the Student Records Office in the Byron Kee Center or email the instructor/dean/assistant dean/advisor approval to: [studentrecords@ncstatecollege.edu](mailto:studentrecords@ncstatecollege.edu)

The “drop” is not completed until you receive confirmation from Student Records.

**\*Make sure to also list any courses you are registered for in Session B in which you will no longer meet the pre-requisite requirement. These courses must also be dropped.\***

7. When requesting a course section change, students must change course sections within the same session.

### If Faculty Member/Advisor Is Unavailable

1. If the faculty member or assigned advisor is unavailable, you can meet with an assistant dean or dean instead. This is arranged through the division administrative assistant.
2. If you just stop attending class, you may receive a failing grade, delay graduation, or owe the College money.

### Student Steps to ADD Classes Starting Week 2

**Financial Aid is NOT available to cover classes added to your schedule beginning Monday Week 2 of the term.**

1. Obtain a **Drop/Add** form from the division office in your building, Student Records Office, or the Student Success and Transition Center and complete all applicable sections. Provide rationale for the late add of the class.
2. Take the form to each faculty member for signature, date, and time. **The faculty member may or may not approve your request if there are other options.**
3. Next, take the form to the appropriate division dean/asst. dean for a signature, date, and time. If you are unsure about which dean or asst. dean to see, ask the faculty member who signed your form. **The dean/asst. dean may or may not approve your request.**
4. Once all required signatures are obtained, take the form to the Cashiers Office, Byron Kee Center. **Completed forms must be received in the Cashier’s Office by close of business (5:00 p.m.) the next business day. Late class adds cannot be finalized unless payment is made in full to the Cashier first.**

**Please note:** any Session B course you are registered for that you will no longer meet the the pre-requisite requirement for due to dropping a Session A course must also be dropped from your schedule.

# DROP/ADD FORM

**Dropping** - This form is to be used starting after the 100% refund deadline for any given course being dropped

**Adding** - This form is to be used starting week 2 of the semester

STUDENT ID# \_\_\_\_\_ DATE \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_  
 (or type full name with birth date)

NAME \_\_\_\_\_  
 (LAST) (FIRST) (MI)

Dropping all classes?  Yes (If Yes, see your assigned advisor for next steps and signature)  
 No (If No, see your instructor(s) for next steps and signature(s))

**Student – List Number of the Main Reason for the Drop Beside Each Course Below**

- |                                   |                                  |                                         |                     |
|-----------------------------------|----------------------------------|-----------------------------------------|---------------------|
| 1. Difficulty with Course Content | 4. Course Did Not Meet My Goals  | 7. Disappointed with College Experience | 10. Changed Major   |
| 2. Conflict with Home/Family      | 5. Course Taken Previously       | 8. Taking Too Many Courses              | 11. Medical Reasons |
| 3. Conflict with Job              | 6. Books/Materials Not Available | 9. Financial Difficulties               | 12. Other: _____    |

**Faculty or Advisor - Review Applicable Items with Student and Check-off Before Signing**

- |                                                        |                                                                                                               |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1. Reasons to Drop the Class  | <input type="checkbox"/> 5. <b>Financial Aid Referral – Potential Implications, Including Bill to Student</b> |
| <input type="checkbox"/> 2. Incomplete Grade Process   | <input type="checkbox"/> 6. Disability Services Referral                                                      |
| <input type="checkbox"/> 3. Study Groups/Tutoring      | <input type="checkbox"/> 7. Counseling Referral                                                               |
| <input type="checkbox"/> 4. Impact on Program Progress | <input type="checkbox"/> 8. TRIO                                                                              |

**REQUIRED**

	COURSE NUMBER (i.e. ENGL 1010)	SECTION NUMBER	COURSE TITLE	LAST DATE ATTENDED	REASON FOR DROP	INSTRUCTOR/ADVISOR SIGNATURE (Review Items Above Before Signing. Afterward, Enter information into Aviso Engage)
D R O P						

**Reason For Add (See Financial Aid Information Above)**

- 1 Dropped In Error On Attendance Roster (To Be Checked By Faculty Member ONLY. Faculty Initials: \_\_\_\_\_)
- 2 Section Change - Same Course and Session –Or- Institutional Error (Requires signatures of both faculty for add and drop sections)

	COURSE NUMBER (i.e. ENGL 1010)	SECTION NUMBER	COURSE TITLE	INSTRUCTOR SIGNATURE (INCLUDE DATE & TIME)	DEAN/ASST DEAN SIGNATURE (INCLUDE DATE & TIME)
A D D					

**OFFICE USE**

<b>Student Verification Information</b>			<b>CASHIER'S OFFICE USE</b>		
____ Current address		____ Phone number		Approved by: _____	
____ Year of high school grad		____ Date of birth		Date: _____	
<b>CREDIT HOUR</b>	<b>GRADE</b>	<b>FINANCIAL AID</b>	<b>REFUND</b>	<b>GI BENEFITS</b>	<b>INITIALS / DATE</b>
FROM: _____	W <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/> 100	YES <input type="checkbox"/>	
TO: _____	GRADE <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/> 50	NO <input type="checkbox"/>	
			<input type="checkbox"/> 0		

**Faculty/Advisors:** Enter this transaction and your discussion notes into Aviso Engage.

**Student:** Dropping courses may have a negative impact on your education. Please discuss these with your advisor. Revised: 10/12/22